



## Residential State Supplement (RSS) Verification Frequently Asked Questions

### What is the RSS Verification Process?

RSS provides financial assistance to adults who have increased needs due to a disability that is not severe enough to require long term care in an institution, such as a nursing home or hospital. Individuals use RSS, which supplements their income, to pay the monthly allowable fee (or “rent”) at eligible living arrangements in the community. The RSS Verification Process confirms that individuals are residing in RSS-eligible living arrangements. Licensed operators are required to complete the RSS Living Arrangement Forms on a quarterly basis in order to verify and report RSS residents at your facilities.

### Why do licensed operators need to complete the RSS Living Arrangement Forms?

Effective July 1, 2017, OhioMHAS implemented a rule change (*Ohio Administrative Code 5122-36-04*) requiring operators to complete and submit RSS Living Arrangement Forms on a quarterly basis in order to verify RSS individuals are living in eligible living arrangements.

The eligible living arrangements for RSS individuals are Class Two Residential Facilities and some approved State Licensed Residential Care Facilities. If an RSS individual has moved out of an eligible living arrangement, this individual will lose the RSS benefits/payments. If the licensed operators do not complete the RSS Living Arrangement Forms every quarter, these facilities will no longer be considered eligible living arrangements for RSS Program.

### How do I complete the RSS Living Arrangement Form?

Here are the instructions to complete the RSS Living Arrangement Form. Please note only RSS residents’ names should be listed on this form.

- [\(Table 1\)](#) Please verify if the individuals listed in Table 1 still reside at your facility.
- [\(Table 2\)](#) If you have other RSS residents that live at your facility, but their names are not listed in Table 1, please include their names and information in Table 2 on the back side of the form.
- [\(Table 3\)](#) If any RSS individuals listed in Table 1 have moved from your facility, please list their names and information in Table 3 on the back side of the form.
- If you have a preferred mailing address for future RSS Living Arrangement Form mailings, please provide that information in the Mailing Address column on the back side of the form.
- Please make sure to print, sign and date the document before you submit the RSS Living Arrangement Form. The submission instructions are also on the back side of the form.

### How do I submit the RSS Living Arrangement Form to OhioMHAS?

Please return the completed RSS Living Arrangement Form (signature required) to Community Transitions via:

- Encrypted Email – [RSSverify@mha.ohio.gov](mailto:RSSverify@mha.ohio.gov),
- Fax – 614-485-9747, or
- Mail – RSS Verification, c/o OhioMHAS, 30 East Broad Street, 36th Floor, Columbus, OH, 43215

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**If all of the RSS individuals have moved out, do I still need to complete and submit RSS Living Arrangement Form?**

Yes, if you receive a RSS Living Arrangement Form and the RSS individual(s) listed on the form already moved out of your facility, please let us know the individuals are no longer residents in Table 3.

**I operate multiple facilities. If a RSS resident moved from one of my facilities to another facility, how should I fill out the RSS Living Arrangement Form?**

Using John Doe as an example. John Doe is listed on the RSS Living Arrangement Form for Facility A but moved to Facility B. In this situation, please mark that John Doe is no longer a resident on the form for Facility A in Table 3 and add John Doe on the form for Facility B in Table 2.

**How many RSS Living Arrangement Forms should I complete and submit if I have multiple facilities?**

Licensed Operators need to submit one form for each facility. For example, if a Licensed Operator has 3 facilities, this Licensed Operator needs to fill out 3 RSS Living Arrangement Forms each quarter to verify and report RSS residents at each facility.

**Can I find RSS Living Arrangement Form on-line?**

No. If you did not receive RSS Living Arrangement Form for your facility, please contact K. Betts at 614-466-4061 or [RSSverify@mha.ohio.gov](mailto:RSSverify@mha.ohio.gov) to request the form.

**Who should I contact if I have any questions about the RSS Verification Process?**

Please contact K. Betts at 614-466-4061 or [RSSverify@mha.ohio.gov](mailto:RSSverify@mha.ohio.gov).